

Vendor Workshops







The Department of Procurement Administration will hold free Bid and Proposal preparation Workshops for vendors on the following dates. The workshops are from 4:00 p.m. to 6:00 p.m. in the Procurement Conference Room – 530 Greene Street, RM 605, Augusta, GA 30901.

Architectural & Engineering Services workshops are from 3:00 pm to 4:00 pm
Call (706) 821-2422 now to reserve your space in the next workshop.

*Please arrive no later than 15 minutes after each session begin.
Walk-ins are Welcome!*

2010 – 2011 Free Vendor Workshops

How to Become a Registered Local Vendor			
How to fill out the Vendors' Registration Package – Why it is necessary. 			
(Held on the 2nd Thursday of each month)			
Date	Location	Date	Location
September 9, 2010	Conf. RM 605	May 12, 2011	Conf. RM 605
October 14, 2010	Conf. RM 605	June 9, 2011	Conf. RM 605
November 2010 - <i>No Class</i>	Conf. RM 605	July 14, 2011	Conf. RM 605
December 2010 - <i>No Class</i>	Conf. RM 605	August 11, 2011	Conf. RM 605
January 13, 2011	Conf. RM 605	September 8, 2011	Conf. RM 605
February 10, 2011	Conf. RM 605	October 13, 2011	Conf. RM 605
March 10, 2011	Conf. RM 605	November 2011 - <i>No Class</i>	Conf. RM 605
April 14, 2011	Conf. RM 605	December 2011 – <i>No Class</i>	Conf. RM 605
How to Prepare an Invitation To Bid 			
(Held on the 3rd Thursday of each month)			
Date	Location	Date	Location
September 16, 2010	Conf. RM 605	May 19, 2011	Conf. RM 605
October 21, 2010	Conf. RM 605	June 16, 2011	Conf. RM 605
November 2010 - <i>No Class</i>	Conf. RM 605	July 21, 2011	Conf. RM 605
December 2010 – <i>No Class</i>	Conf. RM 605	August 18, 2011	Conf. RM 605
January 20, 2011	Conf. RM 605	September 15, 2011	Conf. RM 605
February 17, 2011	Conf. RM 605	October 20, 2011	Conf. RM 605
March 17, 2011	Conf. RM 605	November 2011 - <i>No Class</i>	Conf. RM 605
April 21, 2011	Conf. RM 605	December 2011 – <i>No Class</i>	Conf. RM 605
How to Prepare a Proposal			
How to Prepare a Request for Proposal (RFP) / Request for Qualifications (RFQ) 			
(Held on the 4th Thursday of each month)			
Date	Location	Date	Location
September 23, 2010	Conf. RM 605	May 26, 2011	Conf. RM 605
October 28, 2010	Conf. RM 605	June, 2011 - <i>No Class</i>	Conf. RM 605
November 2010 - <i>No Class</i>	Conf. RM 605	July 28, 2011	Conf. RM 605
December 2010 – <i>No Class</i>	Conf. RM 605	August 25, 2011	Conf. RM 605
January 27, 2011	Conf. RM 605	September 22, 2011	Conf. RM 605
February 24, 2011	Conf. RM 605	October 27, 2011	Conf. RM 605
March 24, 2011	Conf. RM 605	November 2011 - <i>No Class</i>	Conf. RM 605
April 28, 2011	Conf. RM 605	December 2011 – <i>No Class</i>	Conf. RM 605
How to Prepare an Architectural & Engineering (A&E) Proposal 			
(Held on 4th Thursday of the following months at			
Date	Location		
September 23, 2010	Conf. RM 605		
January 27, 2011	Conf. RM 605		
April 28, 2011	Conf. RM 605		
October 27, 2011	Conf. RM 605		